

**GEICO**  
Serving Those Who Serve The Nation  
**GOVERNMENT EMPLOYEES**

# 2009 FEDERAL LEAVE RECORD

Since 1956, you've counted on us...  
we count on you for so much more.

**REGULAR PAY PERIOD  
BEGINNING  
JANUARY 4, 2009**

**You could save \$500 a year  
on car insurance!**

GEICO has offered affordable insurance and outstanding service to federal employees for over 70 years. If you're not already insured with GEICO, contact us today at **geico.com** or call **1-800-947-AUTO (2886)**. Or visit **geico.com/local** to find an office near you.

GEICO is proud to offer:

- **Convenience:** We're here to help anytime – 24 hours a day, 365 days a year.
- **Fast, fair countrywide claim handling:** We'll get you back on the road quickly after an accident.
- **Public Service Awards:** GEICO recognizes the work government employees do to make their communities a better place to live. Go online to **geico.com/information/federal/service-awards** or call 1-800-824-5404, ext. 2798. Deadline for submitting nominations is Dec. 31 of each year.

Government Employees Insurance Co. • GEICO General Insurance Co. • GEICO Indemnity Co.  
GEICO Casualty Co. These companies are subsidiaries of Berkshire Hathaway Inc.  
GEICO auto insurance is not available in Mass. GEICO: Washington, DC 20076.

**GEICO**  
geico.com

Obtenga una cotización gratis en español en **migeico.com**

P-84 (9/08)

Leave Key:

A – Annual	CE – Compensatory Earned
S – Sick	CU – Compensatory Used
H – Holiday	L – Leave Without Pay
E – Excused	ML – Military
F – Flex Day	CL – Court

Note: Annual Leave earned each pay period depends on your length of service:

Less than 3 years.....	4 hrs.
3 – 15 years.....	6 hrs.
(10 hrs. in last pay period)	
15 years and over.....	8 hrs.

Notes:

**You could save \$500  
on car insurance!**

Go to **geico.com**, contact a local office or call **1-800-947-AUTO (2886)** for a FREE rate quote today!

Over 3 million drivers switched to GEICO last year. Not only are people saving money, but they're raving about our service.

**GEICO is proud to offer:**

- Convenient 24-hour service
- Fast, fair claim handling
- And so much more

"Hats off to GEICO. Great service. Great price."

William S.  
Lynbrook, NY  
Saved over \$500

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**2009  
FEDERAL  
LEAVE  
RECORD**

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JANUARY 4, 2009**

# There's One For You And One To Pass Along To A Friend !

## 2009 LEAVE RECORD

LEAVE PERIODS 	DAILY RECORD OF LEAVE USED DURING EACH PAY PERIOD <small>Example: If you take a day of sick leave, enter S-8 for that day. If you take a day of annual leave, enter A-8 for that day.</small>														ANNUAL LEAVE Carried Over _____			SICK LEAVE Carried Over _____			OTHER LEAVE Carried Over _____				
	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	Earned/Used/Balance			Earned/Used/Balance			Earned/Used/Balance				
	1 JAN 4 - JAN 17																				4				
2 JAN 18 - JAN 31		H																		4					
3 FEB 1 - FEB 14																				4					
4 FEB 15 - FEB 28		H																		4					
5 MAR 1 - MAR 14																				4					
6 MAR 15 - MAR 28																				4					
7 MAR 29 - APR 11																				4					
8 APR 12 - APR 25																				4					
9 APR 26 - MAY 9																				4					
10 MAY 10 - MAY 23																				4					
11 MAY 24 - JUN 6		H																		4					
12 JUN 7 - JUN 20																				4					
13 JUN 21 - JUL 4														H						4					
14 JUL 5 - JUL 18																				4					
15 JUL 19 - AUG 1																				4					
16 AUG 2 - AUG 15																				4					
17 AUG 16 - AUG 29																				4					
18 AUG 30 - SEP 12										H										4					
19 SEP 13 - SEP 26																				4					
20 SEP 27 - OCT 10																				4					
21 OCT 11 - OCT 24		H																		4					
22 OCT 25 - NOV 7																				4					
23 NOV 8 - NOV 21				H																4					
24 NOV 22 - DEC 5					H															4					
25 DEC 6 - DEC 19																				4					
26 DEC 20 - JAN 2						H												H		4					

A - Annual      CE - Compensatory Earned      E - Excused      F - Flex Day

S - Sick        CU - Compensatory Used      ML - Military

H - Holiday    L - Leave Without Pay            CL - Court

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*Note: Annual Leave earned each pay period depends on your length of service:*

Less than 3 years.....4 hrs.  
3 - 15 years .....6 hrs.  
(10 hrs. in last pay period)  
15 years and over.....8 hrs.

## 2009 FEDERAL EMPLOYEES LEAVE RECORD

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26 DEC 20 - JAN 2						H												H		4					